



"A FRIENDLY MEETING PLACE"  
15 HOLLIES LANE, JOHNSTON'S POINT, NB E0A 2K0

# Application Check List

All **VOLUNTEER & CIT** applications must include:

- CIT application form (submitted in the staff portal)
- Don't forget to fill out your Emergency Contacts & Medical information Forms after completing your application! (submitted in the staff portal)

All **PAID STAFF** applications must include:

- Staff application form (submitted in the staff portal)
- Résumé (submitted in the staff portal)
- Cover letter specific to your desired position (submitted in the staff portal)
- Don't forget to fill out your Emergency Contacts & Medical information Forms after completing your application! (submitted in the staff portal)

**Tips for résumé building:**

- Keep it brief! Resumes should be 1-2 pages max.
- Avoid long paragraphs, bullet points are best.
- Use a clean, simple format (easy-to-read font, clear headings).
- Start with your name, email, phone number, and city/town.
- List your education (school, current grade, expected graduation year).
- Include any work experience, jobs, babysitting, tutoring, coaching, camp, volunteering, etc.
- If you have any certifications (First Aid, CPR, NLS, etc.), list them clearly.
- Add personal skills that you possess and that fit camp work.
- Highlight achievements like awards, certificates, or involvement in clubs/sports.
- Keep everything honest and accurate.
- Proofread before uploading, spelling matters! You can also ask a teacher, coach, or parent/guardian to quickly look it over.
- Save and upload as a PDF to keep the layout looking neat.

**Tips for writing your cover letter:**

- Keep it short, 3 short paragraphs is enough.
- Use a professional greeting (ex. "Hello," or "Dear Hiring Team,").
- Start by saying who you are and what position you're applying for.
- Explain why you want this specific job.
- Mention 1-2 experiences that show responsibility, leadership, or teamwork.
- Highlight your strongest qualities (kind, patient, energetic, good with kids, etc).
- Give specific examples when you can (ex. babysitting, volunteering, coaching).
- Keep the tone positive and friendly, but professional.
- A cover letter should be a summary of your resume, with added enthusiasm for the prospective job. Avoid repeating your résumé word-for-word, add details, not duplicates.
- Always proofread before sending!



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# Position Descriptions

## Camp Director

**Overview:** The Summer Camp Director serves as the on-site leader and supervisor for all campers, staff, and volunteers. This position requires a high degree of professionalism, strong leadership, flexibility, and a genuine passion for the camp experience. The Director is responsible for creating a safe, inclusive, and engaging environment where campers and staff can thrive. The Summer Camp Director ensures full adherence to camp policies, procedures, and staff expectations as set by the Board of Directors. They provide daily oversight of camp operations, maintain clear communication with the Board, and serve as the primary point of contact for all camp matters. Additionally, the Director is responsible for supervising program implementation, supporting staff development, managing risk and safety practices, and ensuring that all aspects of camp run smoothly and efficiently throughout the season.

**Reports to:** Chair of Personnel.

**Oversees:** Program Coordinator, Head Cook, Cabin Counsellors, Volunteers.

**Compensation:** Weekly pay for a total of 9 weeks. Pay includes room and board.

### Key Qualifications:

Camp Director Applicants must:

- Be a minimum of 21 years of age as of June 30th, 2026.
- Possess a valid certification in Standard First Aid and CPR Level 'C'.
- Possess an up to date and clear Criminal Record Check, including a Vulnerable Sector Check and a Child Abuse Registry Check.
- Be available to attend training events.
- Be able to live on-site during camping sessions (July & August)
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

### Preference will be given to:

- Students or graduates of post-secondary programmes of studies related to caring for child and youth and leadership.
- Persons with leadership experience, ideally in a camping or related setting.

### Desired qualities and abilities are:

- Functional in high stress situations.
- Peer mediation.
- Counselling capabilities with children and youth.
- Excellent verbal and written communication skills.
- Excellent organizational skills.



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**Director Pre-Season Duties:**

- Attend and assist in camp marketing events.
- Organize and attend Camp Cleanup.
- Organize and attend the Camp Open-House event.
- Develop and implement training sessions for paid staff and volunteers during pre-season training camp.
- Work closely with and continuously communicate with the Chair of Personnel and Chair of Board.
- Manage the application, interviewing, and acceptance of Counselors in Training (CITs).
- Attend and assist with various volunteer events leading up to the camping season.

**Director Seasonal Duties (included but not limited to):**

- Attend and participate in camper registration.
- Supervise and support staff in counselling and programming.
- Supervise daily camp schedule.
- Complete and deliver weekly staff evaluations.
- Manage and supervise completion of camp documentation.
- Deliver general camp weekly reports. Attend on-site board meetings during camp season.
- Act as primary contact on-site for guardians of campers.
- Manage and implement camper and staff discipline as needed.
- Supervise and manage emergency situations.
- Ensure the completion of daily, weekly, and seasonal maintenance.
- Adhere to and uphold camp values and policies.



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## Program Coordinator

**Overview:** The Program Coordinator will supervise and facilitate the development of all camp programming during the camping season. They are responsible for ensuring that the daily schedule runs smoothly and efficiently. This includes monitoring program timing, managing transitions between activities, and maintaining the overall flow of the day. They will proactively address scheduling challenges, adjust as needed, and communicate effectively with staff to keep programming on track. They are responsible for supporting counselors in planning and delivering high-quality programs that align with the camp's goals and values. The Program Coordinator will assist counselors during programming weeks with their programming responsibilities and will support the Summer Camp Director with program-related tasks as needed.

**Reports to:** Camp Director, Chair of Personnel.

**Oversees:** Counselors (programming related tasks), Volunteers.

**Compensation:** Weekly pay for a total of 6 weeks (possibility of 7 weeks if preseason work is needed). Pay includes room and board.

### Key Qualifications:

Program Coordinator Applicants must:

- Be a minimum of 18 years of age as of June 30th, 2026.
- Possess a valid certification in Standard First Aid and CPR Level 'C'.
- Possess an up to date and clear Criminal Record Check, including a Vulnerable Sector Check and a Child Abuse Registry Check.
- Be available to attend training events.
- Be able to live on-site during camping sessions (July & August)
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

### Preference will be given to:

- Students or graduates of post-secondary programmes of studies related to caring for child and youth and leadership, or recreational leadership.
- Persons with leadership experience, ideally in a camping or related setting.
- Experience in leading recreational activities, particularly in the outdoor setting.

### Desired qualities and abilities are:

- Problem solving.
- Functional in high stress situations.
- Counselling capabilities with children and youth.
- Excellent verbal and written communication skills.
- Excellent organizational skills.
- A creative and enthusiastic attitude.



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**Program Coordinator Pre-Season Duties:**

- Develop programming and assist the Director with creating the programming schedule for the camping season.
- Attend and assist with various volunteer events leading up to the camping season.
- Attend Camp Cleanup.
- Attend the Camp Open-House event.

**Program Coordinator Seasonal Duties (included but not limited to):**

- Implement and oversee daily theme day and camp-wide programming with camper age and inclusivity in mind.
- Supervise and attend counsellor-led activities.
- Oversee quality and completion of counsellor led programming.
- Offer support and guidance to other staff regarding programming matters.
- Manage the updating of camp's social media accounts (taking pictures of activities, creating posters, etc).
- Adhere to and uphold camp values and policies.



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## Head Cook

**Overview:** The Head Cook is responsible for making three balanced meals and two snacks daily for up to 80 individuals at a time, overseeing the Kitchen Assistants, and ensuring the camp kitchen is kept clean and up to the standards of the NB Health and Safety Authority. The Head Cook is also responsible for ordering and keeping inventory of all food items in the kitchen, and must be organized and efficient.

**Reports to:** Camp Director, Chair of Personnel.

**Oversees:** Kitchen Assistants, Volunteers.

**Compensation:** Weekly pay for a total of 6 weeks. Pay includes room and board.

### **Key Qualifications:**

Head Cook Applicants must:

- Be a minimum of 21 years of age by June 30th 2026.
- Possess a valid certification in Standard First Aid and CPR Level 'C'.
- Food Safety Course certification from a credible source.
- Ability to live on-site during camping sessions in July & August (negotiable for Head Cook position).
- Possess a clear Criminal Record Check.
- Possess a clear Child Abuse Registry Check.
- Possess a clear Vulnerable Sector Check.

### **Desired qualities and abilities are:**

- Extensive experience and/or education in working in the culinary field.
- Excellent organizational skills.
- Ability to be flexible and to adapt to change as needed.
- High level of enthusiasm and energy.
- Excellent problem-solving skills.

### **Head Cook Pre-Season Duties:**

- Plan mealtime routines.
- Develop inclusive meal plans.
- Participate in staff training as needed.
- Train kitchen assistants during training week and set workspace expectations.

### **Head Cook Seasonal Duties (included but not limited to):**

- Ensure the hygiene and maintenance of the kitchen are well maintained and upheld.
- Mentor and communicate daily with Kitchen Assistants.
- Manage food orders in cooperation with the Board of Directors.
- Prepare for and engage with the Health and Safety Inspector.
- Adhere to and uphold camp values and policies.



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## Cabin Counsellor (Lifeguard)

**Overview:** Cabin Counsellors are responsible for building relationships and fostering the positive development of campers during the campers' time at camp. Counsellors must be capable of both supervising and acting as play-partners for their campers. Counsellors ensure the basic needs and wellness of campers and CITs are being met. Counsellors who have lifeguarding responsibilities must have a passion and knowledge for health and safety in the workplace, and must oversee all waterfront activities. Counsellors with assigned programming duties must plan and implement developmentally appropriate activities at their scheduled times.

**Reports to:** Camp Director, Program Coordinator (program related tasks), Chair of Personnel.

**Oversees:** Assigned CITs (Counsellors in Training).

**Compensation:** Weekly pay for a maximum of 6 weeks. Pay includes room and board.

### **Key Qualifications:**

Counsellor/Lifeguard Applicants must:

- Be a minimum of 16 years of age by June 30th 2026.
- Possess a valid certification in First Aid & CPR Level 'C'.
- NLS Certification
- If applicant is 18+ years in age only:
  - Possess a clear Criminal Record Check.
  - Possess a clear Child Abuse Registry Check.
  - Possess a clear Vulnerable Sector Check.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

### **Desired qualities and abilities are:**

- Emotional maturity.
- Good organizational skills.
- Ability to be flexible and to adapt to change as needed.
- Compassion and patience.
- High level of enthusiasm and energy.
- Experience working in a lifeguard position.



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**Counsellor/Lifeguard Pre-Season Duties:**

- Attend and assist with various volunteer events leading up to the camping season.
- Attend Camp Cleanup.
- Attend pre-season training camp.

**Counsellor/Lifeguard Seasonal Duties (included but not limited to):**

- Develop and implement assigned programming.
- Supervise and entertain campers during unscheduled programming periods.
- Participate in programming with campers.
- Mentor assigned CIT/s.
- Be actively engaged with campers during waking hours.
- Adhere to and uphold camp values and policies.
- Complete camper and programming documentation as needed.
- Assist in maintenance as assigned.
- Supervise campers, staff, and CITs on the waterfront.
- Implement waterfront drills at the discretion of the Summer Camp Director.
- Deliver first aid as needed to campers, staff, and CITs.
- Deliver waterfront safety rules daily/weekly.



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## Cabin Counsellor

**Overview:** Cabin Counsellors are responsible for building relationships and fostering the positive development of campers during the campers' time at camp. Counsellors must be capable of both supervising and acting as play-partners for their campers. Counsellors ensure the basic needs and wellness of campers and CITs are being met. Counsellors with assigned programming duties must plan and implement developmentally appropriate activities at their scheduled times.

**Reports to:** Camp Director, Program Coordinator (program related tasks), Chair of Personnel.

**Oversees:** Assigned CITs (Counsellors in Training).

**Compensation:** Weekly pay for a maximum of 6 weeks. Pay includes room and board.

### **Key Qualifications:**

Programming Counsellor Applicants must:

- Be a minimum of 16 years of age by June 30th 2026.
- Possess a valid certification in First Aid & CPR Level 'C'.
- If applicant is 18+ years in age only:
  - Possess a clear Criminal Record Check.
  - Possess a clear Child Abuse Registry Check.
  - Possess a clear Vulnerable Sector Check.
- Possess the necessary physical and emotional stamina required for being available to children and youth 24 hours a day, 5 days a week.

### **Desired qualities and abilities are:**

- Emotional maturity.
- Good organizational skills.
- Ability to be flexible and to adapt to change as needed.
- Compassion and patience.
- High level of enthusiasm and energy.
- Experience working in a lifeguard position.



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**Cabin Counsellor Pre-Season Duties:**

- Attend and assist with various volunteer events leading up to the camping season.
- Attend Camp Cleanup.
- Attend pre-season training camp.
- Develop programming for assigned programme/s.

**Cabin Counsellor Seasonal Duties (included but not limited to):**

- Develop and implement assigned programming with camper age and inclusivity in mind.
- Supervise and entertain campers during unscheduled programming periods.
- Participate in programming with campers.
- Mentor assigned CIT/s.
- Be actively engaged with campers during waking hours, be available to their needs overnight.
- Adhere to and uphold camp values and policies.
- Complete camper and programming documentation as needed.
- Assist in maintenance as assigned.
- Adhere to and uphold camp values and policies.